MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
INFORMATION TECHNOLOGY
DESE Web Systems User ID Request

School District/LEA/Nonpublic Name:	County-District Code/Agreement Number:

Directions

Fill in the **required** First, Middle and Last Name, Birth Date and Mother's Maiden Name for each staff member that you want to be able to perform the functions described. You may provide more than one name for each role, although only one is expected for the Authorized Representative role per system. Please make a copy of the blank form if additional room is needed. The Birth Date and Mother's Maiden Name are needed to verify the identity of the user in the event that they need to call the security administrator to request logon ID or password information.

FAX TO: 573-526-4125 or **MAIL TO:** Information Technology, ATTN: Security Administrator, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102

QUESTIONS: email webreplyafsit@mail.dese.state.mo.us

Note: The Sheltered Workshops, RPDC Events Manager, User Security Administrator and Login ID Delete Forms will remain separate from this form. Please visit: http://k12apps.dese.state.mo.us/webapps/logon.asp for these forms

First Name	Middle Initial	Last Name	Birth Date	Mother's Maiden Name

Roles: In the boxes below, indicate which role by placing a 1, 2, or 3
1 = View Only* | **2** = Data Entry | **3** = Authorized Representative**
* View Only available for Data Collection, School Food Services and Substitute Certification only ** Only one Authorized Representative for the entire Perkins System
Additionally, for Perkins, place a √ (checkmark) in the appropriate box to indicate grant type.

☐ Annual Perf. Report (View Only)	☐ LEP	☐ School Food Svcs. (Pub./Nonpub.)
☐ Annual Sec. of the Board Report	☐ MSIP Dist. Response to the Standards	☐ Special Ed. Early Childhood
☐ Data Collection	☐ **Nonpublic Registration**	☐ Special Education Part B
☐ Federal Programs	☐ Perkins III: ☐Sec ☐Post-Sec ☐Tech Prep Expenditure	☐ Substitute Certificates
☐ Gifted Program	☐ Perkins III: ☐Sec ☐Post-Sec ☐Tech Prep Accountability	☐ TAG/VIDEO

Other Roles: Place a √ (checkmark) in the box below for the appropriate role
☐ School Food Services Authorized Rep.   ☐ School Food Services Submit

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Superintendent/Auth. Rep's Signature_____ Date _____

MO500-2377 (09-03)

System Roles Definitions:

View Only:
Depending on the system, the view only role will allow you to:
- View Data Collection System information.
- View Substitute Certification System information.
- View School Food Services agreement and claim information.

Data Entry:
Depending on the system, the data entry role will allow you to:
- Enter applications, amendments, and/or FER information for all grants.
- Enter accountability information for Perkins III Accountability system.
- Enter data collection system information. *This also includes data entry access to Census of Technology.*
- Enter financial information for ASBR.
- Enter census data for LEP.
- Enter and amend School Food Services Application Agreement and Claims for Reimbursement.
- Enter substitute certificates for the Substitute Certification System.
- Enter MSIP District Response to the Standards information.

Authorized Representative:
Depending on the system, the authorized representative role will allow you to:
- Enter/approve/submit applications, amendments, and/or FER information for all grants as well as assure that all data is accurate and complete. *For Perkins III, this includes submit for expenditure and accountability information.*
- Enter/submit data collection system information as well as assure that all data is accurate and complete. *This also includes submit access to Census of Technology.*
- Enter/submit financial information for ASBR as well as assure that all data is accurate and complete.
- Enter/submit census data for LEP as well as assure that all data is accurate and complete.
- Enter substitute certificates for the Substitute Certification System as well as assure that all data is accurate and complete.
- Enter MSIP District Response to the Standards information as well as assure that all data is accurate and complete.

School Food Services Submit:
- Submit School Food Services Application Agreement as well as assure that all data is accurate and complete.
- Submit *only Amended School Food Services Claims for Reimbursement data* as well as assure that all data is accurate and complete.

School Food Services Authorized Representative:
- Submit *Claims for Reimbursement data* as well as assure that all data is accurate and complete.